

# *In the Rooms of the Board of Supervisors*

County of Inyo, State of California

I, HEREBY CERTIFY, that at a meeting of the Board of Supervisors of the County of Inyo, State of California, held in their rooms at the County Administrative Center in Independence on the 6<sup>th</sup> day of October 2020 an order was duly made and entered as follows:

*Personnel – EOAA Memorandum of Understanding* Moved by Supervisor Tillemans and seconded by Supervisor Griffiths to approve the October 1, 2019 through September 30, 2021 Elected Officials Assistants Association (EOAA) Memorandum of Understanding and authorize the Chairperson to sign. Motion carried unanimously.

<b>Routing</b>
CC Purchasing Personnel X Auditor CAO: Other: EOAA DATE: October 9, 2020

WITNESS my hand and the seal of said Board this 6<sup>th</sup>  
Day of October, 2020



CLINT G. QUILTER  
Clerk of the Board of Supervisors

A handwritten signature in blue ink, appearing to read "Clint G. Quilter".

By: \_\_\_\_\_

**COMPREHENSIVE  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE COUNTY OF INYO  
AND THE ELECTED OFFICIALS ASSISTANTS ASSOCIATION**  
October 1, 2019 –September 30, 2021

**ARTICLE 1. RECOGNITION**

The County of Inyo (hereinafter called the “County”) has recognized the Elected Officials Assistants Association (hereinafter called the “Association”) as the formally recognized employee’s organization of bargaining unit employees for the purpose of meeting its obligations under the Meyers-Milias-Brown Act, Government Code section 3500, *et. seq.*, when rules, regulations, or laws affecting wages, hours and other terms and conditions of employment are amended or changed. This Agreement applies to all employees in the Association bargaining unit.

**ARTICLE 2. EFFECT OF PRIOR MEMORANDA OF UNDERSTANDING AND RESOLUTIONS**

This Agreement supersedes all prior Memoranda of Understanding between the County and the Association, and the Resolution approving such prior Memoranda of Understanding.

**ARTICLE 3. NON-DISCRIMINATION**

**Section 1.** The County will recognize and will protect the rights to all employees hereby to join and/or participate in protected Association activities, or to refrain from joining or participating in protected activities, in accordance with Government Code sections 3500 to 3511.

**Section 2.** The County and the Association agree that they shall not discriminate against any employee because of race, color, sex, age, national origin, ancestry, political or religion or religious creed, marital status, physical or mental disability, medical condition or sexual orientation. The County and the Association shall reopen any provision of this Agreement for the purpose of complying with any final order of a federal or state agency or court of competent jurisdiction requiring a modification or change in any provisions of this Agreement to be in compliance with state or federal anti-discrimination laws.

**Section 3.** Whenever the masculine gender is used in this Agreement, it shall be understood to include the feminine gender.

#### **ARTICLE 4. PERSONNEL RULES AND REGULATIONS**

The Personnel Rules are hereby incorporated by reference.

#### **ARTICLE 5. MEMBERSHIP**

The Association represents the following positions:

Assistant District Attorney  
Assistant Auditor/Controller  
Assistant Treasurer/Tax Collector  
Assistant Assessor  
Assistant Clerk/Recorder

#### **ARTICLE 6. MERIT SYSTEM MEMBERSHIP**

Those positions represented by the Association shall remain part of the County Merit System, with the terms and conditions of their employment covered by the Merit System rules, the County of Inyo Personnel Rules and Regulations and this Memorandum of Understanding. Notwithstanding the foregoing, whenever a position represented by the Association becomes vacant, the County may exempt the position from the Merit System and fill the vacancy with an employee serving at will. The terms and conditions of such at-will employment shall be covered by a contract between the employee and the County and also by the Personnel Rules and Regulations and this Memorandum of Understanding to the extent they are not inconsistent with the contract. Similarly, any employee represented by the Association whose position is part of the County's Merit System may at any time voluntarily enter into such an at-will contract with the County and, in that event, their position shall also be exempted from the Merit System.

#### **ARTICLE 7. SALARIES**

**Section 1.** Salaries for employees represented by EEOA shall be paid in accordance with Attachment A. COLA's will be determined by the March to March of the Riverside-San Bernardino-Ontario CPI index. The Cap on the COLA will be no less than 0% to no more than 4% of the Urban Wage Earners and Clerical Workers.

Effective the first pay period of July, 2021, members shall receive a COLA determined by the March CPI for Riverside-San Bernardino-Ontario, with a minimum of 0% and a cap of 4%.

**Section 3. Longevity Pay:** The County will provide the following longevity increases after ten (10) years of consecutive service:

10 years – 2%

15 years – 2%

20 years – 2%

25 years – 2%

## **ARTICLE 8. BENEFITS**

**Section 1.** The County shall maintain the existing health, dental, vision and life insurance.

**Section 2.** County agrees to pay 80% of the premium for PERS Choice or PERS Select Plans. Employee will be responsible for 20% of the premium. The maximum the County will contribute towards a different CalPERS plan other than listed above will be 80% of PERS Choice premium.

**Section 3.** County will reimburse 50% of the annual medical deductible after the full deductible per person has been paid.

**Section 4.** Dental: County agrees to pay 100% of the monthly premium (for employees and dependents) for dental insurance. County agrees to provide through Delta Dental orthodontia benefits for adults and children, 50% benefit schedule, \$1,200 lifetime maximum.

**Section 5.** Optical: County agrees to pay 100% of the monthly premium (for employee and dependents) for optical insurance during the term of this MOU.

**Section 6.** Life: County agrees to pay 100% of the monthly premium for life insurance - \$20,000 term policy during the term of this MOU.

**Section 7.** Short-term Disability: County will provide all eligible employees with self-insured income protection plan for up to one year for non-job-related disabilities preventing a person from working. County agrees to pay the premium based on the state disability program.

**Section 8.** County will pay the following per pay period to each employee who has other medical coverage and has opted out of the County's medical plan:

- Eligible for employee only coverage = \$92.31 per pay period
- Eligible for employee plus one coverage = \$184.62 per pay period
- Eligible for family coverage = \$276.93 per pay period

**Section 9.** Except as specified herein, the represented employees shall receive all benefits as provided for in the Personnel Rules and Regulations.

**Section 10.** Each member shall, upon proof of additional supplemental insurance coverage, receive \$21.60/month, the additional insurance coverage may be life insurance or any other additional supplemental coverage offered by any company contracting for such coverage with the County; further, the coverage may be applied to any life or other coverage the employee may have in place at the time of this agreement. Depending on the type of insurance this \$21.60 may or may not be pre-taxed.

## **ARTICLE 9. RETIREMENT PROVISION**

**Section 1.** County agrees to provide 2% at 55 full formula PERS retirement for all represented employees.

**Section 2.** County agrees to pay the member's contribution for PERS retirement, at the rate of 7% of gross pay, less Social Security (FICA) adjustment.

**Section 3.** Full-time employees shall pay their own contribution for both Social Security and Medicare through payroll deduction.

**Section 4.** PERS benefits to represented employees shall consist of:

- a. Final compensation to be based on highest one year salary;
- b. Include post-retirement survivor allowance;
- c. Allow 260 days of accrued sick leave to be added to service credit;
- d. Employer Paid Member Contribution (EPMC);
- e. All other provisions as amended in the County PERS contract.

**Section 5.** Any new employee hired after January, 2013 will fall under PEPR. Employees will receive 2% at 62 PERS formula and will be required to pay at least 50% of the normal cost.

- The highest year will be based on the 3 highest years of service

**ARTICLE 10. ADMINISTRATIVE HOURS**

**Section 1.** The County shall grant employees 24 hours of Administrative hours each calendar year.

**Section 2.** Administrative hours will be granted each January 1 and must be exhausted by the following December 31. Administrative hours will not accrue from one calendar year to the next, with the following exception.

**Section 3.** Administrative hours will not be paid should an employee terminate, for any reason, from County services.

**Section 4.** An employee requesting administrative hours shall give a minimum of 48 hours' notice to his/her supervisor. A request to take the leave may be denied due to the operational needs of the employee's department.

**Section 5.** New employees, upon appointment, shall be granted a prorated number of Administrative hours as follows:

January 1-March 31.....	24 hours
April 1 through September 30.....	16 hours
October 1 through December 31.....	8 hours

**Section 6.** If there are any proposed changes to administrative leave provisions for any other groups (except Department Heads) during the term of the agreement, the County and EOAA shall re-open negotiations on this item only, for the sole purpose of possible improvements to this benefit.

**ARTICLE 11. ELEVATION TO ELECTED OFFICE**

In the event a represented employee is selected to fill a vacancy in an office of an elected official or is elected to the County office for which the employee is the Assistant, the represented employee may carry over to the new position up to 260 days of sick leave for the sole purpose of converting such sick leave at the time of the employee's retirement. Should the employee leave office without retiring, the sick leave carried over will be lost and not subject to being restored (in the case of the employee returning to a County merit system position) or cashed out.

## **ARTICLE 12. DISCIPLINE AND GRIEVANCES**

Except as provided herein and except as to any at-will employees (see Article 6 above), all disciplinary matters and grievances shall be governed by Article XII and XIII of the Personnel Rules and Regulations.

## **ARTICLE 13. PROFESSIONAL LICENSES AND ORGANIZATIONS**

The County shall pay for any mandatory professional licenses required for any represented employee to perform his or her job duties.

## **ARTICLE 14. EXEMPT EMPLOYEES**

The Association agrees that all of its represented positions are exempt from overtime and compensatory time off compensation under the Fair Labor Standards Act.

## **ARTICLE 15. ELEVATED TO ELECTED OFFICIAL**

In the event an Elected Office is vacated by an Elected Official, a represented employee temporarily assigned the duties of that Elected Official shall have his/her gross PERSable salary increased to the amount the Elected Official received when the office was vacated. Such increase shall be paid beginning the date the office was vacated until the vacancy is filled by either the Board of Supervisors or an election, whichever is earlier.

## **ARTICLE 16. AUTHORIZED AGENTS**

Authorized agents, for the purpose of administering the terms and provision of this Memorandum of Understanding shall be:

- a. County Administrative Officer  
PO Box "N"  
Independence, CA 93526
- b. President  
Elected Officials Assistants Association  
Independence, CA 93526

## **ARTICLE 17. SOLE AND ENTIRE MEMORANDUM OF UNDERSTANDING**

**Section 1.** It is the intent of the parties hereto that the provisions of this Memorandum of Understanding shall supersede all prior agreements and memoranda of agreement or memoranda of understanding, or contrary salary and/or personnel resolutions, or written, expressed or implied, between the parties, and, except as to any at-will employee with an individual employment contract (see Article 6 above), shall govern the entire relationship and shall be the sole source of any and all rights which may be asserted hereunder. This Memorandum of Understanding is not intended to conflict with Federal or State Law.

**Section 2.** The parties acknowledge that the Board of Supervisors will adopt this agreement by resolution and that said resolution shall remain in full force and effect during the life of this Memorandum of Understanding.

## **ARTICLE 18. NO STRIKE – NO LOCKOUT**

**Section 1.** The Association, its officer, agents, representative, and/or members agree that during the term of this MOU they will not cause or condone any strike, walkout, slowdown, sickout or any other job action by withholding or refusing to perform services.

**Section 2.** The County agrees that it shall not lockout its employees during the term of this MOU. The term “lockout” is hereby defined so as not to include the discharge, suspension, termination, layoff, failure to recall or failure to return to work of employees of the County in the exercise of its rights as set forth in any of the provisions of the MOU or applicable ordinance or law.

**Section 3.** Any employee who participated in any conduct prohibited in Section 1 above may be subject to disciplinary action up to and including discharge.

**Section 4.** In the event that any or more officers, agents, representatives, or members of the Association engage in any of the conduct prohibited in Section 1 above, the Association shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this MOU and is unlawful and they must immediately cease engaging in conduct prohibited in Section 1 above, and return to work.



## **ARTICLE 19. EMERGENCY WAIVER**

In the event of circumstances beyond the control of the County, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, if the Chief Administrative Officer or his designee so declares, any provisions of this Agreement, which restricts the County's ability to respond to these emergencies, shall be suspended for the duration of such emergency. After the emergency is declared over, the Association shall have the right to meet and confer with the County regarding the impact on employees of the suspension of these provisions of this Agreement and any Personnel rules and policies.

## **ARTICLE 20. SEVERABILITY**

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this MOU shall remain in full force and effect.

## **ARTICLE 21. WAIVER**

**Section 1.** The parties mutually agree that, except as specifically provided herein, neither party shall seek to negotiate or bargain with reference to wages, hours, or terms and conditions of employment, regardless of whether covered by this MOU or in the negotiations or mediation leading thereto and irrespective of whether or not such matters were discussed or were even within the contemplation of the parties hereto during the negotiations or mediation leading to this MOU.

**Section 2.** The parties shall reopen any provision of this MOU for the purpose of complying with any final order of a federal or state agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this MOU in order to comply with state or federal laws.

**Section 3.** The parties acknowledge that this MOU shall not be in force or effect until ratified by the Association and adopted by the Board of Supervisors of the County of Inyo.

## **ARTICLE 22. MEMORANDUM OF UNDERSTANDING**

The term of this Memorandum of Understanding shall be in force and effect from October 1, 2019 through September 30, 2021. The County will provide each employee represented by the Association with a copy of this and all subsequent MOUs.

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**ARTICLE 23. RATIFICATION AND EXECUTION**

The County and the Association acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by the Association and adopted by the Board of Supervisors of the County of Inyo. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of the County and Association, and entered into this 6<sup>th</sup> day of October 2020.

**County of Inyo**

Matt Kingsley



Date 10/12/2020

**Elected Assistant Officials**



Michele Hartshorn

Date

9/30/2020

Attachment A

ELECTED OFFICIALS

## ATTACHMENT A

### EOAA PAYROLL SCHEDULE EFFECTIVE 07/11/2019 - 2.8% COLA

Range Description	Step	Step Description	Index	Amount
ELECTED OFFICIALS ASSISTANTS	XASR	ASSESSOR ASSISTANT	EOAA/XXXX/XASR	7,585
ELECTED OFFICIALS ASSISTANTS	XAUD	AUDITOR ASSISTANT	EOAA/XXXX/XAUD	7,970
ELECTED OFFICIALS ASSISTANTS	XCLK	CLERK RECORDER ASST	EOAA/XXXX/XCLK	6,893
ELECTED OFFICIALS ASSISTANTS	XDAT	DIST ATTORNEY ASST	EOAA/XXXX/XDAT	10,185
ELECTED OFFICIALS ASSISTANTS	XTTC	TREAS TAX COLL ASST	EOAA/XXXX/XTTC	6,893

### EOAA PAYROLL SCHEDULE EFFECTIVE 10/03/2019 - CHANGE TO RANGES (INCLUDES 2.8% COLA)

Range	Step A	Step B	Step C	Step D	Step E
84	6,558	6,882	7,227	7,585	7,970
88	7,231	7,585	7,970	8,367	8,786
97	9,009	9,456	9,930	10,437	10,954

### EOAA PAYROLL SCHEDULE EFFECTIVE 07/09/2020 - 2.5% COLA

Range	Step A	Step B	Step C	Step D	Step E
84	6,722	7,054	7,408	7,775	8,169
88	7,412	7,775	8,169	8,576	9,006
97	9,234	9,692	10,178	10,698	11,228

**EOAA PAYROLL SCHEDULE EFFECTIVE 07/08/2021 - TO BE DETERMINED BY MARCH CPI FOR RIVERSIDE-SAN BERNARDINO-ONTARIO**